***Publishing: Writing and Producing for Publication***

**Course Description**

Over the course of the semester, students will learn about different forms of publications and produce several different types. The course is primarily hands on, digital web-based, and student centered with many opportunities for authentic and cooperative learning.

**Course Goals**

* Apply acquired information, ideas and skills to different contexts as students, as workers, as citizens and as consumers
* To write and create effectively in various forms and types
* Develop effective skills to analyze visual media
* Record relevant information using various strategies
* Evaluate the accuracy of information and the reliability of its sources
* Organize data, information, and ideas into useful forms or presentations
* Compose well developed text using 6+1 traits and appropriate editing resources
* Develop and apply effective research skills
* Work cooperatively in a group to produce a presentation
* Use appropriate media and technology to produce a broadcast

**Units of Study**

* Visual Publications
	+ Advertising
	+ Photojournalism
* Print Publications
	+ Journalism (Newspaper)
* Electronic Publications
	+ Graphic design (Yearbook)
* Broadcast Publications
	+ Commercial

**Supplies**

Students are expected to come to class each day with:

* Pen or pencil
* Planner (with citizenship card)
* Loose leaf paper

Students are expected to keep the following provided materials in class:

* Folder (provided)

**Rules**

Students are expected to read their student handbooks and abide by Park Hill and Lakeview rules and policies. These rules and policies are summed up by the following:

* Respect yourself, others, and the things around you
* Behaviors that are disruptive or harmful will not be tolerated

If a student has a question about the expectations in any situation, please ask the advice of a teacher or staff member. My office hours are before school 7:00-7:35; after school 2:35-3 (with the exception of Wednesdays) and by appointment.

**Policies**

*Electronic Devices* From time to time students will be allowed to listen to music devices at the discretion of the teacher. If a student’s electronic device (i.e. music player, cell phone, camera, etc.) is being used without permission, becomes a distraction (i.e. too loud, keeping a student from working), or is visible (this includes ear buds), please note the following procedures.

First Offense: It will stay in Ms. Panther’s possession until the end of the school day

Second Offense: It will be put in the office and your parent or guardian will need to pick it up

Third Offense and beyond: It will be put in the office and you will be assigned a detention or office referral at the discretion of the teacher

*Grading* All assignments and projects will be graded based on a rubric scale following school policies. This scale will be discussed before the project is begun and a copy will be made available on the class website. In the case a student does not agree with a grade, he or she is encouraged to meet with me in person (no emails or phone calls, please!) during my posted office hours. Following the grading scale and policies found in the student handbook, I will contact a student’s parent or guardian if his or her grade drops below a C- for longer than one week or the student has an Incomplete for longer than one week. There is no extra credit.

*Late Work and Reassessments* It is the responsibility of the student to make up work promptly following an absence. One day will be given for every day absent.20% assignments are reflections of a student’s knowledge at that point in time; as such, they are not available for reassessment. 80% assignments will be available for reassessment once the following steps have been followed. First, the student must contact me within two weeks of the posted grade. I will not accept parent or guardians request for reassessment. Then, the student must prove that there is reason to believe their understanding of the content has changed (i.e. oral quiz, flashcards, completed assignment). At that point a plan will be discussed. Reassessment may take place in a variety of ways including before or after school or during life ed.

*Tardies* A student will be counted as tardy if he or she is not in his or her assigned seat with daily supplies working on the daily “bell-ringer”. If a student is not in the room, walking in the door, in the room but not seated, or seated but not working, he or she will be counted tardy. Class time *starts* at the bell. *Tip: Play it safe! If you need to get something from your locker, get a drink, or use the restroom, ask first!*

*Media* We will use technology and media in our exploration of publications. This includes, but is not limited to, posting pictures, videos, and writing electronically online. All district policies, including FERPA, will be followed to ensure strict security, privacy, and safety. If you would like to opt out of having a classroom internet presence, please let Ms. Panther know in writing.

*Passes* Passes to use the restroom, go to lockers, get a drink, or leave the room for any reason will be typically be denied except in the case of an emergency. If a student is allowed to leave the room to go to his or her locker, get a drink, or use the restroom, they will be asked to wear his or her lanyard, sign out in his or her planner, and on the sign out sheet in the classroom. The student is also expected to abide by all Lakeview expectations, and return promptly. If a student does not have his or her lanyard or planner, then they will not be allowed to leave the room.

*Plagiarism* Plagiarism is the use of someone else’s ideas, words, or original work without permission and/or recognition. This includes copying from a website, book, or classmate. This also includes turning in assignments that have been previously used for other classes.

In the unlikely event a student is caught plagiarizing, his or her assignment will be counted as a “zero or “incomplete” based on the project without the opportunity to make up the points. The student will be given an office referral. In the even more unlikely event a student is caught plagiarizing more than once, they are in jeopardy of failing the class. We will discuss plagiarism more in depth throughout the term.

*Bottom line: If you fear you are plagiarizing, ask me! I will help you rethink the assignment or figure out a way to cite your source properly. I’d rather have you ask now then be punished later!*

**Teacher Responsibilities**

* I will come prepared for class each day
* I will treat my students with grace and accountability
* I will listen to my students
* I will give each student what he or she needs to succeed
* I will respect each student for his or her individual talents
* I will do my best to make learning fun

**Contact Information**

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Lakeview Middle School Publications

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**Technology Misuse Policy**

All students in the Park Hill School District are required to sign a technology usage policy in order to use district computers, tablets, cameras, video recorders, and other electronic devices. In the event that a student breaks the terms of this policy, an office referral is submitted that can result in suspension of technology privileges.

Within the classroom, there are other infractions of technology usage that may arise including (but not limited to):

* **Accessing the computer an inappropriate time**
	+ Example: Logging onto a computer while the teacher is giving instructions
* **Accessing applications on the technology without prior permission**
	+ Example: Listening to music instead of a lesson
	+ Example: Playing a game during instructional time
* **Accessing inappropriate content**
	+ Example: Listening to explicit music or music stations
	+ Example: watching inappropriate content on a video site

If a student is observed, reported, or has evidence to implicate the misuse of technology the following policy will be followed:

First Offense Warning

Second Offense Citizenship Mark

Third Offense 5 day suspension of technology privileges

 Alternative non-technology based project *(as needed)*

 Phone call home

 Detention *(at teacher’s discretion)*

Fourth Offense Office Referral

*Excerpts from the student handbook:*

 “A user does not have a legal expectation of privacy in the user’s electronic communications or other activities involving the district’s technology resources, including email and access to the Internet or network drives.”

“Evading or disabling, or attempting to evade or disable, a filtering/blocking device installed by the district is prohibited.